

~~CONFIDENTIAL~~

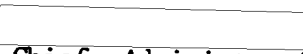
25X1 \*

DCI/ICS 6121-87  
9 February 1987

*ADMIN-SR*

MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM:

  
Chief, Administrative Staff, ICS

SUBJECT:


Designation of ICS Personnel Responsible  
for the Preparation and Certification of  
Time and Attendance Reports

REFERENCE:

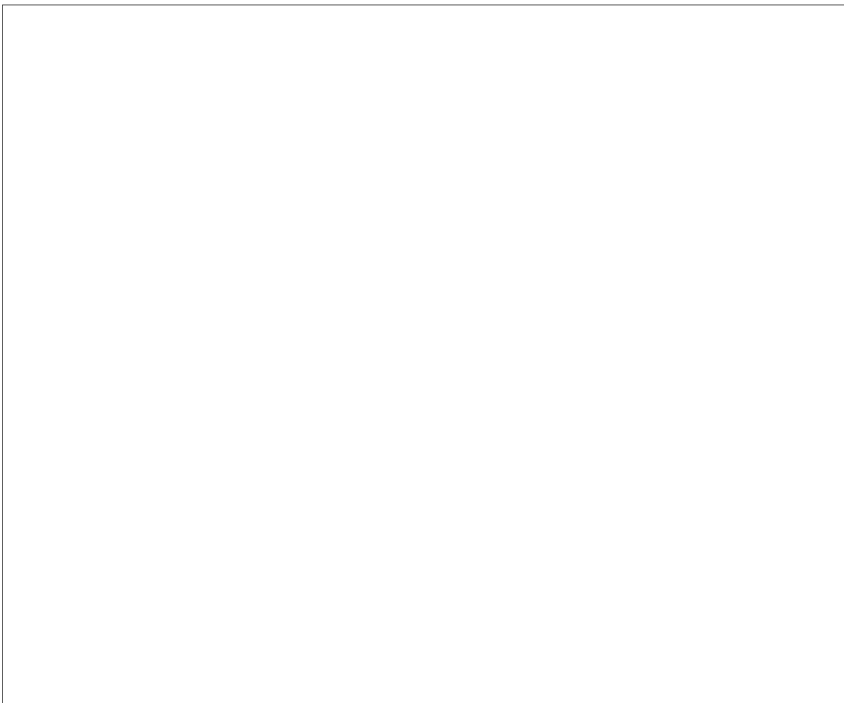
Memorandum DCI/ICS 6105-87 dated 6 January 1987,  
same subject (Rescinded)



25X1

1. In accordance with paragraph 2a,  and effective this date,  
the following designated ICS personnel are responsible for the preparation  
of Time and Attendance Reports for the offices indicated:

25X1

<u>Office</u>	<u>T &amp; A Clerk</u>	<u>Black</u>	<u>Secure</u>
O/D/ICS			
AS			
AS/Registry			
CCISQMS			
CIPC			
<u>COMIREX</u>			
CMX/OD (CRB, OAB)			
CMX/OD/SRB			

25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation  
and Certification of Time and Attendance Reports

CMX/SID  
(RIB, C9X, COB)

CMX/PAD  
(I&AB, PSB, DRB)

FIPC

HC

IHC

LL

MASINT

PBS

PPS

SIGINT

SIRVES/SC

SORS/SC

SS

25X1

2. Specific responsibilities and instructions for time and attendance reporting are contained in  a copy of which is on file with the Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

25X1

CONFIDENTIAL

## CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

3. The following senior officers are delegated to certify all regular time, occasional overtime, and holiday work in their offices as outlined in

25X1

<u>Office</u>	<u>Designee</u>
Office of Director, ICS (O/D/ICS)	D/ICS and DD/ICS
Administrative Staff (AS)	C/AS & DC/AS
Community Counterintelligence Staff and Security Countermeasures Staff (CCISCMS)	D/CCISCMS & DD/CCISCMS
Critical Intelligence Problems Committee (CIPC)	Chairman/CIPC & VC/CIPC
Committee on Imagery Requirements and Exploitation (COMIREX)	Chm/COMIREX and VC/COMIREX)
Operations Division (OD)	C/OD and DC/OD
Standing Requirements Branch (SRB)	C/SRB
Current Requirements Branch (CRB)	C/CRB
Operations Analysis Branch (OAB)	C/OAB
System Integration Division (SID)	C/SID and DC/SID
Requirements Integration Branch (RIB)	C/RIB
C9X	C/C9X
CAMS Operations Branch (COB)	C/COB
Plans and Analysis Division (PAD)	C/PAD
Issues & Analysis Branch (I&AB)	C/I&AB
Programmed Systems Branch (PSB)	C/PSB
Data Requirements Branch (DRB)	C/DRB
Foreign Intelligence Priorities Committee (FIPC)	Chairman/FIPC & VC/FIPC
Human Intelligence Committee (HUMINT)	Chairman/HUMINT & VC/HUMINT
Information Handling Committee (IHC)	Chairman/IHC & VC/IHC
Legislative Liaison (LL)	C/LL
Measurement & Signature Intelligence (MASINT)	Chairman/MASINT
Program & Budget Staff (PBS)	D/PBS & DD/PBS
Planning & Policy Staff (PPS)	D/PPS & DD/PPS

CONFIDENTIAL

CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation  
and Certification of Time and Attendance Reports

Signals Intelligence (SIGINT)	Chairman/SIGINT & VC/SIGINT
SIGINT Requirements Validation & Evaluation Subcommittee (SIRVES)	C/SIRVES & VC/SIRVES
SIGINT Overhead Reconnaissance Subcommittee (SORS)	C/SORS & VC/SORS
Secretariat Staff (SS)	C/SS

4. Any questions regarding time and attendance reporting should be  
referred to  of the Administrative Staff. She may be reached  
on

25X1

Chief, Administrative Staff, ICS

25X1

CONFIDENTIAL

CONFIDENTIAL

Subject: Designation of ICS Personnel Responsible for the Preparation  
and Certification of Time and Attendance Reports

Distribution: DCI/ICS 6121-87  
Original - File: T&A Memos  
1 - B&F/ICS  
1 - Chrono  
1 - ICS/REG

DCI/ICS/AS/

9 February 1987

25X1

CONFIDENTIAL